



# AIRPORTS COMMITTEE

December 14, 2016

10:00 A.M.

550 Sally Ride Drive, Concord

Supervisor Mary N. Piepho, Chair  
Supervisor Karen Mitchoff, Vice Chair

<b>Agenda Items:</b>	Items may be taken out of order based on the business of the day and preference of the Committee
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1. Introductions
2. Review and Approve record of meeting for July 20, 2016 (Chair)
3. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
4. Receive update from the Aviation Advisory Committee (Ronald Reagan, Aviation Advisory Committee Chair)
5. Parcel C Sales Tax Apportionment Agreement Between County and City of Concord (Review and Discuss)
6. 700 Sally Ride Drive Aircraft Hangar Vacancy (Review and Discuss)
7. Byron General Plan Amendment Update (Review and Discuss)
8. 3-Acre Non-Aviation Business Park Development at Buchanan Field (Review and Discuss)
9. 4.6-Acre Development Interest at Buchanan Field (Review and Discuss)
10. Future Agenda Items
11. The next meeting is tentatively scheduled for March 22, 2017.
12. Adjourn

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*The Airports Committee will provide reasonable accommodations for persons with disabilities planning to attend Airports Committee meetings. Contact the staff person listed below at least 96 hours before the meeting.*

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*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Airports Committee less than 96 hours prior to that meeting are available for public inspection at 550 Sally Ride Drive, Concord, during normal business hours.*

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*Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.*

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For Additional Information Contact:

Keith Freitas, Committee Staff  
Phone (925) 681-4200, Fax (925) 646-5731  
[keith.freitas@airport.cccounty.us](mailto:keith.freitas@airport.cccounty.us)



# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

2.

**Meeting Date:** 12/14/2016  
**Subject:** Review and Approve Record of Meeting from July 20, 2016  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:** Beth Lee, (925) 681-4200

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#### **Referral History:**

Not Applicable

#### **Referral Update:**

Not Applicable

#### **Recommendation(s)/Next Step(s):**

Review and Approve record of meeting for July 20, 2016 (Chair)

#### **Fiscal Impact (if any):**

Not Applicable

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#### **Attachments**

Minutes 7/20/16

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# AIRPORTS COMMITTEE

July 20, 2016

1:30 P.M.

550 Sally Ride Drive, Concord

Supervisor Mary N. Piepho, Chair  
Supervisor Karen Mitchoff, Vice Chair

## Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

Present: Mary N. Piepho, Chair  
Karen Mitchoff, Vice Chair

Staff Present: Alicia Nuchols, District III Field Representative (East County)  
Dominic Aliano, District IV Representative  
Will Nelson, Principal Planner, Department of Conservation and Development  
Keith Freitas, Director of Airports  
Beth Lee, Assistant Director of Airports  
Judy M. Evans, Airports Staff

1. Introductions
2. Review and Approve record of meeting for April 27, 2016 (Chair)

AYE: Chair Mary N. Piepho, Vice Chair Karen Mitchoff  
Passed

3. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

*None*

4. Receive update from the Aviation Advisory Committee (Ronald Reagan, Aviation Advisory Committee Chair)

*Ronald Reagan, Chair of the AAC, reviewed AAC discussion items from the past few months:*

- *Byron Hangar Inspections – Mr. Reagan plans to attend one of the inspections*
- *Collings Foundation - Wings of Freedom Tour at Buchanan Field June 8-12, 2016*
- *JetSuiteX – Began service at Buchanan Field in April*

- *MOGAS – Interested party wants to sell MOGAS at Buchanan Field Airport*
- *3-Acre Parcel – Potential light industrial business park*
- *Byron General Plan Amendment – Amendment to make land uses consistent with Master Plan and General Plan*
- *CCC Fire Protection District Station 9 – Interested in leasing space at Buchanan Field Airport*
- *Wind Turbines – FAA is conducting an aeronautical study on 34 wind turbines near the Byron Airport*
- *Far East Contra Costa County Development Plan – Greg Enholm, elected Trustee for the Contra Costa County Community College District, spoke at the last AAC meeting regarding a potential idea for a bond measure that could provide funding for the Community College District, Byron Airport, and the East Contra Costa Fire District, but there is no actual proposal*
- *Noise Abatement – Increase in noise complaints at Buchanan Field*

5. 3-Acre Non-Aviation Business Park Development at Buchanan Field (Review and Discuss)

This is a general discussion and review of the proposed business activity and status.

*Beth Lee provided some history on the 3-Acre parcel, which is noted as non-aviation on the Airport Master Plan. Due to density constraints on this parcel from accumulation of proposed development projects when the Master Plan was updated, developing the property to its highest and best potential was a problem. Airports staff worked with the Department of Conservation and Development (DCD) to overcome these obstacles and the General Plan Amendment has been approved. Airports staff is currently working with an interested party and going through the environmental review process. The interested party would like to put in a light industrial business park.*

6. TDMC Hangar Proposal to Withdraw Cancellation Notice of Lease and Assign Lease (Review and Discuss)

This is a general discussion about the lease termination and potential lease assignment process.

*In December of 2015, Airports staff received a lease termination notice from the tenants of the TDMC hangar. Around March 2016, the tenant sent a request to rescind the termination if they could assign the lease. A solicitation was sent out for competitive interest. The Vietnam Helicopter Museum group submitted a letter of preliminary interest. Airport staff is reviewing options and working with County Counsel on this matter.*

7. Parcel C Sales Tax Share Agreement Between County and City of Concord (Review and Discuss)

This is a general discussion about the status of the sales tax share agreement between the County and City.

*Parcel C is a 4.5 acre property on the northwest corner of Marsh Drive and Solano Way. Approximately twenty percent (20%) of the parcel is within the County's jurisdiction and the balance is in the City of Concord's jurisdiction. This parcel has never been developed due in large part to having to deal with two different jurisdictions for entitlements. The sales tax share agreement would streamline the development process and eliminate ambiguity. The sales tax share agreement process is in the final stages and should go to the Board and Concord City Council in the next several months. In the meantime, there is a temporary use agreement that would allow a Pumpkin Patch and Christmas Tree Lot to use this site.*

8. JetSuiteX Scheduled Charter Service (Review and Discuss)

This is a general discussion of the proposed business activity and status.

*JetSuiteX's target load factor is up to 50%, but they want 70% plus load factor. They are marketing the service to the business community and the leisure traveler plus informing the general public of this service. There was discussion about various marketing strategies and advertising opportunities that could help them achieve their goals. Keith Freitas pointed out Buchanan Field is often not included in internet searches because there is no commercial service.*

9. Wind Turbines (Review and Discuss)

This is a discussion and status update of the wind turbine project.

*Thirty-four (34) new wind turbines are being proposed in Alameda County that are approximately 499 feet in height and about 3 ½ miles from the Byron Airport. The ALUC and Airport staff want to ensure there will not be an impact to Byron Airport.*

10. Airfield Construction Projects Overview 2016 & 2017 (Review and Discuss)

This is a general discussion of anticipated near term airfield projects for each airport.

*The approximately \$900K pavement project at Byron Airport has been completed and included sealing, repainting and remarking of the pavement. The next project (pending FAA funding) at Byron Airport will be security fencing.*

*The next project at Buchanan Field Airport will be the construction and overlay of Taxiway Echo and Kilo, pending FAA funding. Following that project, will be the overlay of secondary Runway 14L/32R and security fencing, also pending FAA funding.*

11. Byron General Plan Amendment Update and Byron Airport Development Program Modification - Dudek Report (Review and Discuss)

Staff recommends that the Committee review the proposal for updating the ALUCP and provide direction to staff.

*Will Nelson, Department of Conservation and Development (DCD), reported that the Airport Land Use Compatibility Plan (ALUCP) for Byron Airport is more restrictive, than for Buchanan Field, and is not compatible with the Master Plan. There is a proposal to augment the contract in order to update the ALUCP so that the ALUCP, the Master Plan, and the General Plan Amendment and zoning would all be in conformity. DUDEK would charge \$43K to augment the contract, but the total cost of the EIR for the General Plan Amendment and the Rezoning (\$223K) would still be less than the only other bid received. The ALUCP update would extend the length of the contract, but the benefit would be that the general plan zoning and the ALUCP would be updated with one Environmental Impact Report (EIR) instead of having to do two. This path would take more investment in the short term, but would save staff time and money in the long run. The additional funds would come from the Mariposa Fund, which has been previously authorized for the contract. Supervisor Piepho gave her approval to move this forward to the full Board of Supervisors.*

## 12. Airports Security (Review and Discuss)

This is a general discussion of security enhancements that could be considered for the airports.

*Supervisor Mitchoff requested this item be added to the agenda after an access control incident at Buchanan Field Airport on July 12, 2016. Someone accessed the airfield and disturbed the JetSuiteX aircraft. All security protocols were followed and the Sheriff's Department apprehended the individual and CCTV was used to confirm the identity of the perpetrator.*

*Some of the added security measures that have been taken include:*

- *Increased patrols by Sheriff's Department*
- *Installation of CCTV*
- *Advised tenants to increase awareness and security measures*
- *Fencing upgrades*
- *Assessment of airfield security improvements*

*The Airport currently has multiple layers of security. Supervisor Mitchoff asked for a cost estimate of private security. Keith Freitas reported estimates for private security as well as for additional County staff. With the exception of the larger airports, Buchanan Field Airport exceeds surrounding airports in security measures and staffing levels. Supervisor Mitchoff asked for more financial details and a risk assessment to potentially discuss with the full Board of Supervisors in closed session.*

13. The next meeting is tentatively scheduled for September 28, 2016

14. Future Agenda Items

*None*

AYE: Chair Mary N. Piepho, Vice Chair Karen Mitchoff

Passed

15. Adjourn

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For Additional Information Contact:

Keith Freitas, Committee Staff  
Phone (925) 681-4200, Fax (925) 646-5731  
keith.freitas@airport.cccounty.us





# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

4.

**Meeting Date:** 12/14/2016

**Subject:** Aviation Advisory Committee Update

**Submitted For:** Keith Freitas, Airports Director

**Department:** Airports

**Referral No.:**

**Referral Name:**

**Presenter:** Ronald Reagan, Chair Aviation Advisory  
Committee

**Contact:** Beth Lee, (925)  
681-4200

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**Referral History:**

Not Applicable

**Referral Update:**

Not Applicable

**Recommendation(s)/Next Step(s):**

Receive update from the Aviation Advisory Committee (Ronald Reagan, Aviation Advisory Committee Chair)

**Fiscal Impact (if any):**

Not Applicable

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**Attachments**

*No file(s) attached.*

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

5.

**Meeting Date:** 12/14/2016

**Subject:** Parcel C Sales Tax Apportionment Agreement Between County and City of Concord

**Submitted For:** Keith Freitas, Airports Director

**Department:** Airports

**Referral No.:**

**Referral Name:**

**Presenter:**

**Contact:**

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### **Referral History:**

Parcel C, as commonly referred to, is County owned parcel at Buchanan Field Airport. Approximately one-third is in the County and the remainder is within the City of Concord. A majority of the parcel is within Runway 19R protection zone; which requires the land uses and subsequent improvements (such as locations, heights, and the like) comply with the FAA compatibility standards. The parcel is approximately 4.6 acres; about a third within the County and remaining two-thirds within the City of Concord (“City”) jurisdiction.

While the property may have development constraints, it is well situated for commercial/retail uses. Although the land is undeveloped, it’s access to and visibility from Highway 4 has resulted in many development interests over the years. Development attempts, however, have been prevented because there was not a tax share and development agreement between the County and City. As such, the County and City have been working on a draft agreement which were to address the primary issues at that time: (1) apportionment of sales, use and property tax revenues; (2) designation of the lead jurisdiction for planning and environmental; and (3) coordination and communication between the parties.

### **Referral Update:**

A draft agreement and supporting resolution have been completed and reviewed by County and City staff. The agreement and resolution was reviewed and approved by the Contra Costa County Board of Supervisors on December 6, 2016. The item is scheduled for review and consideration by the City Council for the City of Concord on December 13, 2016.

### **Recommendation(s)/Next Step(s):**

This is a general discussion about the status of the sales tax share agreement between the County and City.

### **Fiscal Impact (if any):**

None

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## **Attachments**

*No file(s) attached.*

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

6.

**Meeting Date:** 12/14/2016  
**Subject:** 700 Sally Ride Drive Aircraft Hangar Vacancy  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:** Beth Lee, (925) 681-4200

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### **Referral History:**

In December of 2015, the current lessee (TDMC) gave their 12-month notice to terminate their lease. The ground rent received from this leasehold represents approximately 5% of the Airports Enterprise Fund's annual revenue.

In anticipation of the Premises reverting to the County, on November 9, 2016, Airports staff broadly distributed (over 800 printed mail and emails) a marketing advertisement for the upcoming aircraft hangar availability. As a response to the aggressive marketing effort, Airports Division staff several letters of interest to lease the Premises.

In accordance with the approved selection process by the Board of Supervisors on May 23, 2006, on November 15, 2016, Airports staff sent notices for competitive interest to lease the Premises to businesses at both airports and to our interested party list. The solicitation provided a response deadline of 5:00 p.m. on Tuesday, December 6, 2016.

Competitive interest responses were required to include specified detailed information related to the proposed use of the Premises, the proposed business use or other business activities, desired lease term details and supplemental information, proposed building improvements, and a performance guarantee cashier's check in the amount of \$10,000. The performance guarantee would be returned to unsuccessful party(ies) at the completion of the selection process. For the successful candidate, the guarantee would be applied to cover the cost of the projects' lease development process and any remaining funds could be applied to the ground rent or refunded. The solicitation also advised recipients that the County may elect to negotiate with another candidate, in priority ranked order, if we are unable to consummate a lease with the top ranked candidate.

The County received 3 information response proposals by the deadline. A selection committee (comprised of County staff, an Aviation Advisory Committee member and a District IV staff) reviewed and ranked the proposals. The proposal ranking outcome was determined by the following factors:

- Compatibility of proposed use(s) with governing policies
- Proposed financial and lease terms (to provide the highest positive impact to the Airport Enterprise Fund)
- Proposed enhancements to the Premises
- Track record and experience relative to proposed use of the Premises
- Proposed schedule and timing

Applying the above factors, the proposal submitted by The Conco Companies was top ranked by the selection committee. Pacific States Aviation was ranked second and Blackhawk Aviation and the Vietnam Helicopters was ranked third.

**Referral Update:**

Not Applicable

**Recommendation(s)/Next Step(s):**

This is a general discussion about the competitive interest solicitation process and ranking outcome for negotiating a ground lease.

**Fiscal Impact (if any):**

None

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**Attachments**

*No file(s) attached.*

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

7.

**Meeting Date:** 12/14/2016  
**Subject:** Byron General Plan Amendment Update  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:** Beth Lee, (925) 681-4200

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#### **Referral History:**

The Airport Committee, at their September 24, 2012, meeting, directed Airports staff to schedule the use of the Mariposa Community Benefits Fund for the full Board of Supervisor's consideration.

On December 4, 2012, the Board of Supervisors authorized the Department of Conservation and Development (DCD) to undertake a General Plan Amendment (GPA) study for the Byron Airport.

The Board of Supervisors, on December 4, 2012, authorized use of a portion of the Mariposa Energy Project Community Benefits Fund to perform the GPA study for Byron Airport.

The Byron Airport Master Plan, approved in 2005, identified a diversity of aviation and aviation-related land uses for the long-term build-out of the Airport. To fully implement the Airport Master Plan, it is necessary to undertake a GPA to allow for the range of contemplated land uses. The GPA requires an environmental analysis pursuant to the California Environmental Quality Act (CEQA) before it can be considered for approval. The GPA process is being performed by DCD staff in collaboration with Airports staff.

On April 8, 2015, DCD staff issued a Request for Proposals (RFP) for the Byron Airport Development Program and CEQA Analysis. Prospective contractors were given until May 8, 2015, to provide proposals. Two proposals were received.

On July, 1, 2015, the Airport Committee had a general discussion of the environmental process, RFP responses received, project cost, and anticipated project schedule.

On August 18, 2015, the Board of Supervisors approved a \$180,545 contract between Contra Costa County and Dudek to perform the environmental review for the Byron Airport GPA.

On April 27, 2016, the Airport Committee had a general discussion regarding the project and the progress of the environmental review. Staff and Committee members expressed dissatisfaction with the progress to date.

In the weeks following the April 2016 meeting, staff of DCD and Airports and the contractor, Dudek, had several email exchanges and phone calls to determine why the environmental review was not proceeding as originally anticipated. The contractor indicated they had difficulty formulating an acceptable project description, which forms the basis for the environmental review, because:

- The Airport Land Use Compatibility Plan (ALUCP) predates the 2005 Byron Airport Master Plan and does not accurately reflect proposed aviation activities and proposed non-aviation development.
- The ALUCP policies for Byron Airport are overly restrictive compared to those for Buchanan Airport and relative to current guidance per the California Airport Land Use Planning Handbook published by Caltrans.
- While ALUCPs generally do not apply to airports themselves, the 2005 Master Plan specifically states that the policies and regulations of the ALUCP are applicable to the airport property, thereby artificially limiting what can occur on Airport property.

Staff and the contractor determined that the best course of action would be to expand the scope of the current environmental review to include updating the portions of the ALUCP pertaining to Byron Airport. While this would extend the project timeline and add costs, the end product would be a General Plan, zoning, ALUCP, and Master Plan for Byron Airport that were consistent and compatible.

On July 20, 2016, the Airport Committee reviewed the revised scope of work and directed staff to prepare a contract amendment for approval by the Board of Supervisors.

**Referral Update:**

The contract amendment was approved on October 18, 2016. Dudek and their subconsultants are currently working on the draft ALUCP update and revised project description.

**Recommendation(s)/Next Step(s):**

The draft ALUCP update should be complete and ready for review in the first quarter of 2017. Staff recommends that the item be scheduled for discussion at the first Airport Committee meeting of 2017.

**Fiscal Impact (if any):**

As amended, the contract with Dudek is for \$223,801, to be paid out of the Mariposa Community Benefits Fund. This does not include County staff costs associated with the project.

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**Attachments**

*No file(s) attached.*

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

8.

**Meeting Date:** 12/14/2016

**Subject:** 3-Acre Non-Aviation Business Park Development at Buchanan Field

**Submitted For:** Keith Freitas, Airports Director

**Department:** Airports

**Referral No.:**

**Referral Name:**

**Presenter:**

**Contact:** Beth Lee, (925) 681-4200

### **Referral History:**

On December 8, 2015, the Contra Costa County Public Works – Airports Division received a letter of interest from a private party to develop an industrial business park use on approximately 3 acres of land owned by the County and located on the northeast corner of Marsh Drive and Sally Ride Drive on the west side of Buchanan Field Airport. The parcel is designated for non-aviation use on the Buchanan Field Master Plan.

Per adopted procedures, the County notified existing commercial tenants at Buchanan Field and Byron and publicized the notice to solicit other competitive interest in the property. The response deadline was January 14, 2016, and the County did not receive any additional letters of interest to develop this property. On March 29, 2016, the Board of Supervisors authorized County staff to negotiate a lease with the proposed developer.

### **Referral Update:**

In November 2016, the development team submitted a development plan application to the Department of Conservation and Development (DCD) for the proposed project. DCD will also perform the environmental review for the project. Airports staff will be drafting the lease for the 3-acre business park. The lease will be scheduled for the Board of Supervisors review and consideration once the environmental review process has been completed.

Development of this 3-acre vacant parcel for business park use would expand economic development activity at Buchanan Field Airport and lead to increased revenues to the Airport Enterprise Fund. This development will also facilitate the growth and development as identified in the adopted Buchanan Field Airport Master Plan. A business proposal must be consistent with the Airport Master Plan and General Plan for consideration.

### **Recommendation(s)/Next Step(s):**

This is a general discussion and review of the proposed business activity and status.

### **Fiscal Impact (if any):**



None

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**Attachments**

*No file(s) attached.*

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

9.

**Meeting Date:** 12/14/2016  
**Subject:** 4.6-Acre Development Interest at Buchanan Field  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:** Beth Lee, (925) 681-4200

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#### **Referral History:**

The development site is approximately 4.6 acres of land owned by the County and located on the northwest corner of Marsh Drive and Solano Way on the north side of Buchanan Field Airport. The parcel is commonly referred to as “Parcel C” and is designated for non-aviation use on the Buchanan Field Master Plan.

On September 29, 2016, the Contra Costa County Public Works – Airports Division received a letter of interest from a private party to develop a commercial use on the approximate 4.6-acre parcel. In accordance with the standard operating procedure regarding development at Buchanan Field, the County notified existing commercial tenants at Buchanan Field and Byron to solicit other competitive interest in the property. The development solicitation letter and publication provided a response deadline of November 7, 2016, for all competitive interests in the approximate 4.6-acre parcel to be submitted to the County Airport Office. The County received one additional letter of interest to develop this property.

Consistent with the master developer selection process that was approved by the Board of Supervisors on May 23, 2006, the Airports staff sent both interested parties a Request for Information packet to complete and return by 4:00 p.m. on January 11, 2017 accompanied by a performance guarantee cashier’s check in the amount of \$10,000. A selection committee consisting of County staff and representatives from the Airport and surrounding neighborhood has been designated to assist Airports staff in the review, interview (if deemed necessary), and selection of the preferred Master Developer.

On December 6, 2016, the Board of Supervisors authorized Airports staff to negotiate a ground lease and development terms with the top ranked party. The draft lease will be brought back to the Board of Supervisors for review and consideration. The environmental review process will proceed on a parallel path and will be scheduled for Board of Supervisors review and consideration either before, or concurrently with, lease approval.

Development of this 4.6-acre vacant parcel for business park use would expand economic development activity at Buchanan Field Airport and lead to increased revenues to the Airport Enterprise Fund. This development will also facilitate the growth and development as identified in the adopted Buchanan Field Airport Master Plan. A business proposal must be consistent with the Airport Master Plan and General Plan for consideration.

**Referral Update:**

Not Applicable

**Recommendation(s)/Next Step(s):**

This is a general discussion about the selection process for a master developer of this site.

**Fiscal Impact (if any):**

None

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**Attachments**

*No file(s) attached.*

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

10.

**Meeting Date:** 12/14/2016  
**Subject:** Future Agenda Items  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:** Beth Lee, (925) 681-4200

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**Referral History:**

Not Applicable

**Referral Update:**

Not Applicable

**Recommendation(s)/Next Step(s):**

Future Agenda Items

**Fiscal Impact (if any):**

None

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**Attachments**

*No file(s) attached.*

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